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AGENDA
Career Service Panel
Office of Research and Development
1 March 1971

0900 hours
Room 607 - Conference Room

1. Review of agenda for 1 March 1971
2. Review of minutes for 8 February 1971
3.
 - a. Promotions
 - b. ORD staff additions and changes
 - c. Advance notice of special ORD training
4. ORD Special Administrative Panel
5. Special Career Development Panel - Monthly Report
6. Nominee for Midcareer Development Course - 28
4 April - 14 May 1971
7. Nominees for Information Science in Support of
Intelligence Functions Course -
15 March - 11 June 1971
8. Recommendation for Quality Step Increase -
GSS-11, step 5 to GSS-11, step 6
9. Competitive Evaluation - GS-12s
10. New business

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CAREER SERVICE PANEL
Minutes of the Meeting
8 February 1971

Attendees:

Chairman

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(Left the meeting at 1000 hours)

(Joined the meeting at 0930 hours)

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Recording Secretary

Absentees:

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1. The Chairman called the meeting to order at 0908 hours.
2. There were no additions to the agenda for 8 February 1971.
3. Minutes for 11 January 1971 were approved by those CSP members present.

25X1A9a 4. [REDACTED] reported the following:

PROMOTIONS

None

ADDITIONS

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25X1A9a [REDACTED] Fiscal Assistant, GS-9 transferred from WH/DDP to B&F/ORD to replace [REDACTED] - 25 January 1971.

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[REDACTED] Phys Scien-Res., GSS-11 and entered on duty with An/ORD on 1 February 1971. She has completed course requirements for a Ph.D in Dept. of Mathematics with specialization in Algebra and Analysis - University of Illinois, 1971.

TRANSFER

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[REDACTED] Finance Assistant, GS-9 transferring from B&F/ORD to Office of Finance, Industrial Contract Audit Division on 12 February 1971.

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TRANSFERS WITHIN ORD

25X1A9a [REDACTED] Secretary Steno, GS-7 transferring from An/ORD to PMS/ORD on 16 February 1971.

25X1A9a [REDACTED] Secretary Steno, GS-5 transferring from Support Staff to Analysis/ORD on 8 February 1971.

TRAINING

25X1A9a [REDACTED] announced that there was an opening in the 7 March - 30 April 1971 session of the Federal Executive Institute. ORD had no nominees.

5. The CSP discussed the Agency Civil Service Retirement Policy and the reply from the DD/S&T Career Board to ORD's formal proposal providing a five per cent annuity increase for retirement at age 60, four percent at age 61, and three per cent at age 62 to make the Director's policy of retirement at age 60 more palatable. It was explained that the Office of General Counsel takes the position that the DCI has the authority to establish the age at which he expects people to retire but does not have authority to establish increased annuities. This would require legislative action, and the Agency does not propose to go to Congress with such a package. Suggestions similar to ORD's proposal have been reviewed by OGC but have not been favorably recommended based either on legal or propriety considerations. No specific suggestions or recommendations were made to comments on inducements that might be available to individuals eligible for retirement at age 60 but who preferred to continue working.

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6. [REDACTED] moved that [REDACTED] AP/ORD be recommended for a Quality Step Increase from GS-12, step 3 to GS-12, step 4; and [REDACTED] AP/ORD for a QSI from GS-13, step 4 to GS-13, step 5. The motion was seconded by three CSP members. Vote was unanimous. Motion carried.

7. ORD nominees for the Federal Executive Institute - 1972 were as follows:

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[REDACTED]

8. There were no ORD nominees for the Civil Service Commission Education for Public Management program.

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9. Special Administrative Panel

25X1A9a a. The Chairman stated that [REDACTED] had asked that the
CSP review the responsibilities of the Special Administrative Panel.
25X1A9a On 6 June 1966, [REDACTED] had moved that the promotion actions
for the secretarial staff be handled by a mechanism other than the
CSP. The motion was carried. At that time, the Chairman then
stated that an establishment of another mechanism to handle
secretarial staff promotion actions will be handled by him and he,
in turn, will appoint an ad hoc panel to assist him. The question
25X1A9a [REDACTED] raised was whether or not the Special Administrative
25X1A9a Panel should also be responsible for career development. [REDACTED]
[REDACTED] stated that this wording should have been included. He
felt that bright secretaries and clerical personnel need some
mobility and he found, in general, the Division Chiefs do not like
to have a good secretary moved and, in fact, blocked them from
future promotion. He further stated he recognized the office
problem of moving the girls around in ORD. He felt that ORD
certainly cannot allow a capable competent secretary to stay in an
office when a better opportunity presents itself just because she
is doing a good job in that office. Because of the nature of their
work, secretaries are transferrable -- they have mobility. He felt
the Special Panel would be derelict if they didn't take the
responsibility for the careers of ORD secretaries.

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25X1A9a b. [REDACTED] pointed out that even though the motion
made in 1966 concerned only the promotion of secretaries, he was in
favor of the Special Panel considering the career development of
secretaries. The problem is the moving of the secretaries without
consultation with Division Chiefs. He further stated that each
Division Chief can only observe the performance of his secretaries.
He also felt that ORD should be consistent in the way we are handling
the career development of secretaries, and he thought the Division
Chief should have considerable "say-so" in the matter. [REDACTED]
went on to say that the Division Chiefs should not be placed in a
position of finding secretaries have been transferred out of their
respective offices without their knowledge. He felt the Division
Chief needs an early option to debate the point.

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25X1A9a c. [REDACTED] said that he also was in favor of the Special
Panel but stated he felt the Division Chief has a continuing
responsibility to his secretary, and that the Division Chief should
not default this responsibility. He noted that the Division Chiefs
are not asked by the Special Panel for an input to the quality and
capabilities of their secretaries. [REDACTED] told [REDACTED]
that the Special Panel reviews the records and fitness reports
prepared on the secretaries by the Division Chiefs. [REDACTED]
felt that the Division Chiefs should be consulted personally several
times a year in order to get full information on their secretaries.

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9. (Continued)

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d. [REDACTED] speaking for AP/ORD stated that the transfer of secretaries be approached with some caution. He said AP has a difficult time because of high workload, and if AP loses a good and willing worker, replacement is usually difficult. An indiscriminate transfer of secretaries could jeopardize the performance of the Division.

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e. [REDACTED] stated that he was willing to have one of his secretaries transferred if it meant a promotion but he didn't think it should be for just career development. He inquired if the Panel prepared minutes of their meetings and could they be distributed to the Division Chiefs. The Chairman felt the Special Panel minutes should not be distributed.

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f. [REDACTED] asked if the girls are competitively evaluated.

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[REDACTED] stated that a secretary is evaluated from her records, her fitness reports prepared by her immediate supervisor and reviewed by her Division Chief, and general overall observance of performance as a secretary. Her appearance, tact and poise are also considered. The Special Panel considers, in the cases of promotion and quality step increases, the memorandum written by the Division Chiefs stating reasons for the action.

g. The Division Chiefs present felt that they should have the results of the competitive evaluation and full knowledge of where their secretaries stood in the ranking.

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h. [REDACTED] inquired of the Chairman whether he would propose that the CSP have the right to transfer an engineer from one division to another and do it as a Panel, rather than as a

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recommended body. [REDACTED] stated that all these recommendations are not final with the Special Panel but go to the D/ORD for signature.

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i. [REDACTED] stated he understood the need for a Special Panel taking care of the career development of secretaries. He felt, however, that the Division Chief should have some opportunity to debate the question before any decision is made on a secretary.

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[REDACTED] further stated that the secretaries are under the impression that they are not really working for the Division but are under the direction of the Administrative Office/ORD.

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j. [REDACTED] replied to [REDACTED] statement in 9.d. above that the Panel could recommend to D/ORD that he reverse the decision made on 6 June 1966 to establish the Special Panel. He further added that the Administrative Office has made it a practice to consult with the Division Chief when considering a secretary for another spot.

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[REDACTED] stated that his division was not consulted on a possible transfer. [REDACTED] replied that in this case the Division Chief, [REDACTED] had been informed and the secretary was informed. [REDACTED] went on to further state his problems on issuing vacancy notices.

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9. (Continued)

j. (Continued)

A vacancy notice on a PMS/ORD opening, circulated by AO/ORD, received no response. AO/ORD then made some telephone calls to the secretaries he thought might be interested and received two responses. The secretaries told the AO/ORD they were afraid if they expressed interest, it would create a "flap." [REDACTED] replied negative to the statement made by [REDACTED] that the secretaries think they are under the direction of the Administrative Office/ORD. When the girls are transferred to the Divisions, the Division Chief is told and the secretary is told that she is under the direction of that Division and she is responsible to the Division. The question was raised as to how many Division Chiefs have not been informed about a transfer or when they have not been told that a secretary has been placed under their supervision. With the exception of Messrs. [REDACTED] the answers were negative. [REDACTED] further stated that the Training Officer/ORD waged a two year battle to have new ORD secretaries attend the Administrative Procedures course, which was scheduled only for the Clandestine Services. When ORD received approval to send ORD secretaries, AO/ORD was faced with negative reactions from the Division Chiefs.

k. [REDACTED] stated he agreed that the Special Panel should consult more regularly with the Division Chiefs when the Special Panel wants certain reassignments. He stated that he would be against the CSP taking on the career development of the secretaries. He suggested that if the CSP wanted to amend the motion of June 1966, that they proceed to do so. [REDACTED] also stated that the Division Chiefs take a more active role in the career development of their secretaries and clerical help. Some of the complaints from the secretaries are:

- (1) Not sure what they are responsible for.
- (2) They don't feel the Division Chiefs are giving specific directions.
- (3) Do not get direction or opportunity to better their skills.

[REDACTED] stated he felt this was a line responsibility and not a CSP responsibility. He further stated he would like to amend the 1966 motion to include career development as well as promotions.

1. [REDACTED] suggested that the Division Chief might participate in the Special Panel for that part of the meeting which either involved promotion or movement in his Division.

m. [REDACTED] stated he would appreciate a note from the Special Panel if any of his secretaries were behind in time for promotion or in comparison to the rest of the secretaries in ORD. He also suggested that Division Chiefs be required to submit competitive evaluations of their secretaries for use by the Panel.

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9. (Continued)

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n. [REDACTED] moved that the CSP modify the June 1966 motion on establishment of a Special Panel to handle secretarial and clerical promotions to the effect that in any case which the clerical people are being considered for promotion or transfer that the Division Chief be notified in writing prior to notification of the personnel involved.

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o. [REDACTED] moved to amend the motion above to read as follows: [REDACTED] moved that the CSP modify the June 1966 motion on establishment of a Special Panel to handle secretarial and clerical promotions to the effect that in the case where clerical people are being considered for promotion or transfer that the Division Chief involved have a discussion with the Panel, individually, about their particular personnel prior to the notification of the personnel involved.

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p. [REDACTED] suggested that the motion and amendment above be tabled until the next CSP meeting in March and asked that the Panel members come prepared with a motion which would spell out each member's feelings with respect to the Special Administrative Panel. Motion tabled until next meeting on 1 March 1971.

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10. [REDACTED] appointed a special panel on career development.

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The Panel will consist of [REDACTED] Chairman; and Messrs. [REDACTED]

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and [REDACTED] This Panel was asked to study the papers on career development submitted by [REDACTED]

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the Agency report "Upward Movement" prepared by [REDACTED] former D/OP; and President Nixon's Executive Program. There were no time limits placed for the completion of the study, and the Career Development Panel was told they were free to extend their studies to all personnel in ORD and the Agency. Division Chiefs were asked to make their own views known to the Chairman of this Panel. The Chairman stated that ORD is going down in personnel, dollars and ceilings are tight now. The Panel was asked to study this problem in line with updating and modifying the CSP/ORD by implementing the solutions offered or rejecting them. The only request made of the Panel, until they complete their study, is a monthly progress report to the CSP.

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11. [REDACTED] stated that he found the Personnel notes circulated to the CSP members very helpful.

12. Notification to personnel concerned with changeover from GSS rate to GS will be made to employees concerned by a memorandum issued by Office of Personnel.

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13. Competitive evaluation for GS-12s is scheduled for the CSP meeting on 1 March 1971. Reviewer assignments will be sent to the CSP members.


14. The next meeting of the CSP meeting is scheduled for 1 March 1971 at 0900 hours.

15. Meeting adjourned at 1116 hours.

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Executive Secretary/CSP/ORD

APPROVED:


Chairman/CSP/ORD

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